

**BOARD OF FINANCE
SPECIAL MEETING
March 8, 2016 7:00 pm
Town Hall
MINUTES**

Members Present: Chairman David Scata, Kevin Cwikla, Diane Malozzi, Phillip Johnson, Elizabeth Charron, and Michael Nintean (Alternate), Stephen Salisbury (Alternate),

Members Absent: Meghan Bruce, Vin Shea (Alternate)

Also Present: Veronica Calvert, Finance Director and Laurie Bergeron, Recording Secretary

A. Call to Order D. Scata called the meeting to order at 7:00 pm

B. New Business

1. Discuss with the Lebanon Volunteer Fire Department their FY 2016-2017 capital request.

Air pack bottles were able to be purchased with this year's funds. Over the next year or so we need to look at replacing the ambulance. We are coming up on year 8. In the years past, we have purchased demos. A demo runs about \$200,000. P Johnson asked if our needs are the same as Windham which just purchased one at \$250,000. If we buy demo, should be a lot lower. Money left in budget this year to do garage doors so will not have to ask for monies for next year. They are looking to drop a 10,000 gallon water tank to fill apparatus. Cost is around \$10,000. UHF radio upgrade will run \$35,000. Need to install repeaters at edges of town to make sure reception covers town. D. Scata asked if there is an opportunity to lease an ambulance. Not sure, will look into that avenue. K. Cwikla – do demos have more bells and whistles than a run of the mill. Demo has a few miles on it and we get the benefit of all the bells and whistles without paying the big price tag.

2. Discuss capital projects, bonding, and debt reduction.

L. Charron explained the summary page to the Board. If we determine to approve all budget requests, would result in a 29.3% mil rate which is an increase of .6 or 2%. The capital budget includes \$1,000,000 which includes \$260,000 for roads and bridges.

Board of Ed is coming on 3/15 to present their capital to the Board – 3/22 is a special meeting not open for public comment for board to discuss what we want to put in for the town budget.

3. Discuss Town Budget, Special Funds, Revenue, Board of Education Budget, Capital Reserve and Nonrecurring Expenses 2016-2017

Requests for this year's budget is really only 2% due to salaries.

D. Scata went thru each operating budget line item and asked the board if they had any questions regarding proposed budgets for each department.

Legal – up \$5,000 – increase on the Planning & Zoning side.

Auditor – L. Charron asked if we should budget more than anticipated due to unforeseen fees we may incur. Recommended we add another \$1,500 to budget. Make it an even \$27,000 to be sure we have funds available if we have questions that need to be addressed. May not have a firm number for town meeting but will have a more firm number for budget.

Police Services – New budget sheet from the State for the resident state trooper salary was received. Town's share went from \$130,000 to \$144,000. Town pays 85% of trooper's salary and benefits.

M. Nintean asked what we are getting for services for paying this salary. Are we getting value for our dollar? Constables – what hours do they cover? L. Charron explained that if we don't have a resident state trooper, we can't have constables.

Fire Department – Operating expenses have gone up due to a training mandate that was previously funded by a grant. The grant no longer exists, therefore has to fund.

Building Department – Looking to increase from 12 hours to 15-19 hours per week. They saw a significant increase in permit requests. Building Department requested 15 hours but Selectman suggested they request 19.

Add to agenda to ask Board of Selectman for justification from 15-19 hours - \$6,500

Public Works – Still have placeholder for public works director. Building and grounds has facilities director. Liz has proposal. Drop Maintainer position out of Public Works budget; leave \$94,000 for snow removal contract. Tell Board of Selectman if they can come back to us with a plan of not outsourcing snow removal and adding new Maintainer position with a total not to exceed the \$94,000

Public Works Director - There is \$52,000 in other budgets that we should be covering the Public Works Director position. L. Charron proposed that we take the \$52,000 out of this budget – would cover the increases in other budgets and leaves a little bit of extra for them to hire someone to do strategic planning. Maybe they could look into hiring a person in the office who would oversee Public Works. Not looking to increase any staff. All of the increases requested by other departments can be supported by the funds requested for a Public Works Director.

Snow removal – Town needs to come to Board of Finance with firm proposal for maintainer and snow removal. P. Johnson commented that it seems the supplies line item is a little high. Will we really need more sand and salt?

Solid Waste – P. Johnson asked if they asked for any improvements. Misc Permits went from \$800 to \$2,000. Why the increase?

Senior Center – D. Scata is not sure about this large increase. Liz stated that 25% of Darcy's time is spent on the senior van. Liz proposed to budget 75% of Darcy's salary under Senior Center – and budget 25% of Darcy's salary into Senior Van program. This would decrease budget by \$10,861 for Senior Center. Darcy would go full time and salary would be split between Senior Center and Senior Van.

Planning and Zoning – 7,000 increase for engineering

Unimproved Roads – L. Charron commented that historically we get money from the state. Approximately \$24,000 went into the fund and the rest of the money went into revenue. This has been an underfunded account in for many years. Need to start funding this account

TIP – Increase by \$30,000 – D. Malozzi commented that this fund has jumped tremendously over the last few years. It used to be that every area would budget fixed assets. Just in case they had to purchase items. Some spent this line item, some didn't. We were already budgeting \$50,000 over all the departments. Board took this money from individual budgets and put it into TIP. This allowed carryover from year to year. Not for repairs and maintenance. Line is to be used for small dollar amount capital expenses and emergencies. L. Charron suggested we give them \$75,000 not \$105,000 as requested.

Library – D. Scata commented that they will be in a smaller space and will most likely have a reduction in services, yet show no reduction in personnel. They are afraid that they will lose staff if they cut hours. Understanding is that they are going to be just as busy just in a smaller spot. K. Cwikla commented that this is a valid point. They will be occupying less of an area – do they really need the current manpower. Are we comfortable with the requested increase? There are too many unknowns. Keep it status quo. If we need to tweak numbers this is definitely an account that should be adjusted.

Senior Van – looking to add new position of transportation clerk. Need someone to field phone calls. We are adding 25% for Darcy's salary – L. Charron suggested doing a flat \$65,000 for their budget.

Liz asked for a new capital agenda for next meeting.

C. Adjourn

M. Nintau MOVED to adjourn at 9:04pm D. Scata SECONDED motion. Motion passed UNANIMOUSLY

Respectfully Submitted,
Laurie J. Bergeron

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.